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December 19, 2005

BRL CW Memo 2005-10

To: Licensed Child Placing Agencies

From: Jill Chase, Director
Bureau of Regulation and Licensing

RE: STATUS OF FOSTER HOME AND TREATMENT FOSTER HOME LICENSES

MAXIMUS, Inc. is under contract with the Department of Health and Family Services to enter certain information on foster and treatment foster home licenses issued by Child Placing Agencies into the Wisconsin Automated Child Welfare Information System (WiSACWIS). The information pertaining to the changes in the status of a foster home or treatment foster home license is required for Title IV-E monitoring and auditing purposes. The information pertaining to the demographics of the individuals listed on the foster home and treatment foster home licenses is required for the federal Adoption and Foster Care Analysis Reporting System (AFCARS).

This updated memo provides direction regarding the foster home and treatment foster home licensing information that Child Placing Agencies licensed under s. 48.60 must provide to MAXIMUS, Inc. on a continuing basis. Child Placing Agencies must provide to MAXIMUS, Inc. all of the following information about the status of a foster home or treatment foster home license:

- A license is issued
- A license is renewed
- An active license is closed (i.e., the agency determines that no future placements will be made to the licensee on a temporary or permanent basis)
- An active license is revoked
- An active license expires and is not renewed
- A change in address to an active license
- A change in the name of a foster parent (i.e., for marriage or divorce)
- An addition/removal of a parent to/from an active license
- A change in the capacity of the foster home or treatment foster home
- A change in the age limit to an active license
- A change in the gender limit to an active license
- A change in provisions to an active license
- An active license is placed on hold (i.e., administrative decision, pending criminal

charges, child abuse/neglect assessment, foster parent training in progress, foster parent request)

- A license placed on hold has its hold lifted

Child Placing Agencies must also provide MAXIMUS, Inc. with the date of birth, race, Hispanic ethnicity, and marital status for each individual listed on the foster home or treatment foster home license. Child Placing Agencies must also provide MAXIMUS, Inc. with the Department of Justice (DOJ) criminal background check and the Response to Caregiver letter [also known as the Integrated Background Information System (IBIS)] for all individuals listed on the license.

This information is to be provided to MAXIMUS, Inc. at the following address or by e-mail:

Title IV-E Licensing Specialist
MAXIMUS, Inc.
2917 International Lane, Suite 300
Madison, WI 53704
weberjm@dhfs.state.wi.us
Fax: 608.243.2018

Enclosed is a form (CFS-2386) which should be used when submitting information to MAXIMUS, Inc. Information should be submitted to MAXIMUS, Inc. within thirty days of the effective date or change in a license. The form is available on the Department's website and can be filled in on-line and printed out for submission. The form is available at:
<http://dhfs.wisconsin.gov/forms/DCFSNum.asp>

If you have any questions, please contact your regional licensing specialist or BRL central office at (608) 266-9314.

Enclosure: Foster Home Information for WiSACWIS (CFS-2386)

cc: Mary Morse, BRL
David Timmerman, OPEP
Sandy Palmgren, MAXIMUS
Licensing Chiefs/Licensing Supervisors
Licensing Staff